

CHAPTER 12  
STATE SITE RECORD AND INVENTORY SYSTEM

**685—12.1(263B) Definition.** Pursuant to the statutory responsibilities of locating and recovering archaeological and paleontological remains, the OSA maintains site records and prepares and periodically updates the official site inventory for the state. The OSA is the appropriate agency for the public or other agencies to contact to report sites or to receive information concerning known sites in the inventory. The OSA assigns all official site numbers following written guidelines which are available from the OSA upon request.

**685—12.2(263B) Iowa site records.** Specific locational and descriptive information on each reported site is placed on official Iowa Site Record sheets. Blank sheets and a packet of information explaining how they are to be completed are available from OSA upon request.

**12.2(1)** The official site numbers used on site record sheets and in the inventory conform to the trinomial system which incorporates state and county designations coded with sequentially numbered sites within each county.

**12.2(2)** Numbers are usually assigned on an individual basis as needed. In special cases, blocks of site numbers shall be allocated by OSA to researchers to facilitate projects.

*a.* Blocks of site numbers will be issued for periods of time up to one year.

*b.* If an individual or agency fails to utilize assigned numbers within the period allowed, the numbers may be renewed or revoked depending upon the circumstances.

**685—12.3(263B) State site inventory.** The state site inventory contains summary information by county for all sites reported in the Iowa site records.

**12.3(1)** The inventory is updated on a daily basis as new sites record sheets are added to the documents collections. Duplicate copies of the site record sheets are made available to the Division of Historic Preservation, State Historical Department, for planning purposes.

**12.3(2)** A new compilation of the inventory is formalized twice yearly and copies thereof are distributed free of charge to the Division of Historic Preservation, State Historical Department and the State Preserves Advisory Board.

**12.3(3)** The OSA participates in the Iowa Water Resource Data System managed by the Iowa Geological Survey. The purpose of this participation is to make the state site inventory more accessible to other agencies via a computerized data retrieval and storage system.

This chapter is intended to implement section 263B.2 of the Code.

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